



Basics of Moodle for Students

Mgr. Ladislav Beneš

The presented Manual is a guidebook to the basic functions of the teaching platform Moodle. It is intended for the students in the Institute of International Studies at Charles University.

You can find the detailed instructions to the use of Moodle at the website of Charles University: <https://dl.cuni.cz/en/podpora/>

For the technical support you can contact Mgr. Ladislav Beneš: ladislav.benes@fsv.cuni.cz

For the cooperation I thank Irena Kalhousová Ph.D. and the User Support of Rector's of Charles University.

Table of Content

1. Change the Language.....	2
2. Log In	3
3. Find the Course.....	4
4. Enrolment to Course.....	5
5. Dashboard.....	6
6. Your Profile	7
7. Tasks in a Course	9
8. Test.....	10
9. Submitting an Assignment	13
10. Discussion Board.....	15
11. Technical Assistance	17

1. Change the Language

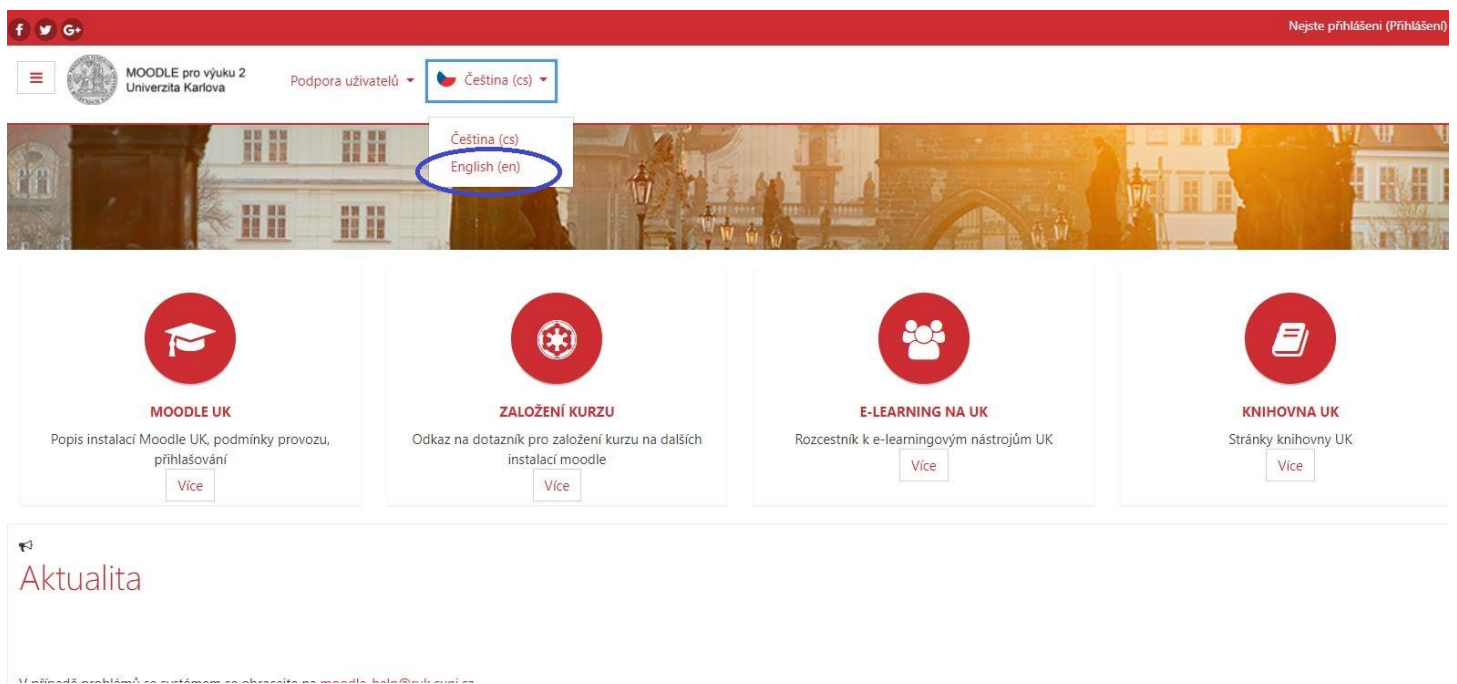
WARNING!

There are three Moodle-Platforms used by the Charles University – Moodle 1, Moodle 2, Moodle 3. But they are the same and are split because of the lack of capacity.

Most of your courses will be probably on Moodle 1 – www.dl1.cuni.cz or Moodle 2 – www.dl2.cuni.cz

- go to www.dl2.cuni.cz

- click on **Čeština (cs)** and change to **English (en)**



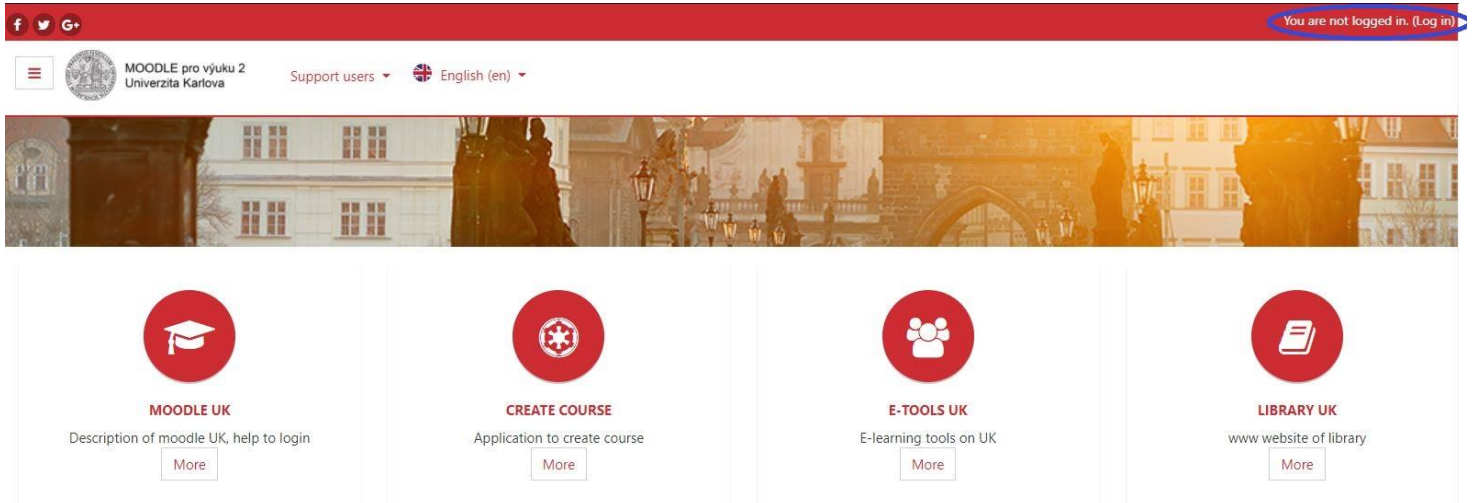
The screenshot shows the Moodle website interface. At the top, there is a red navigation bar with social media icons (Facebook, Twitter, Google+) on the left and the text "Nejste přihlášení (Přihlášení)" on the right. Below the navigation bar, the main header area contains the Moodle logo, the text "MOODLE pro výuku 2 Univerzita Karlova", and a "Podpora uživatelů" dropdown menu. The language selection dropdown menu is open, showing "Čeština (cs)" and "English (en)", with "English (en)" circled in blue. Below the header, there is a large banner image of a building. Underneath the banner, there are four white boxes with red circular icons and text:

- MOODLE UK**: Popis instalací Moodle UK, podmínky provozu, přihlašování. [Více](#)
- ZALOŽENÍ KURZU**: Odkaz na dotazník pro založení kurzu na dalších instalacích moodle. [Více](#)
- E-LEARNING NA UK**: Rozcestník k e-learningovým nástrojům UK. [Více](#)
- KNIHOVNA UK**: Stránky knihovny UK. [Více](#)

Below these boxes, there is a section titled "Aktualita" (News) with a small icon of a megaphone. The text below "Aktualita" is partially visible and appears to be a notice about Moodle installation issues.

2. Log In

- click on **Log In**



MOODLE pro výuku 2
Univerzita Karlova

Support users English (en)

You are not logged in. (Log in)

MOODLE UK
Description of moodle UK, help to login
More

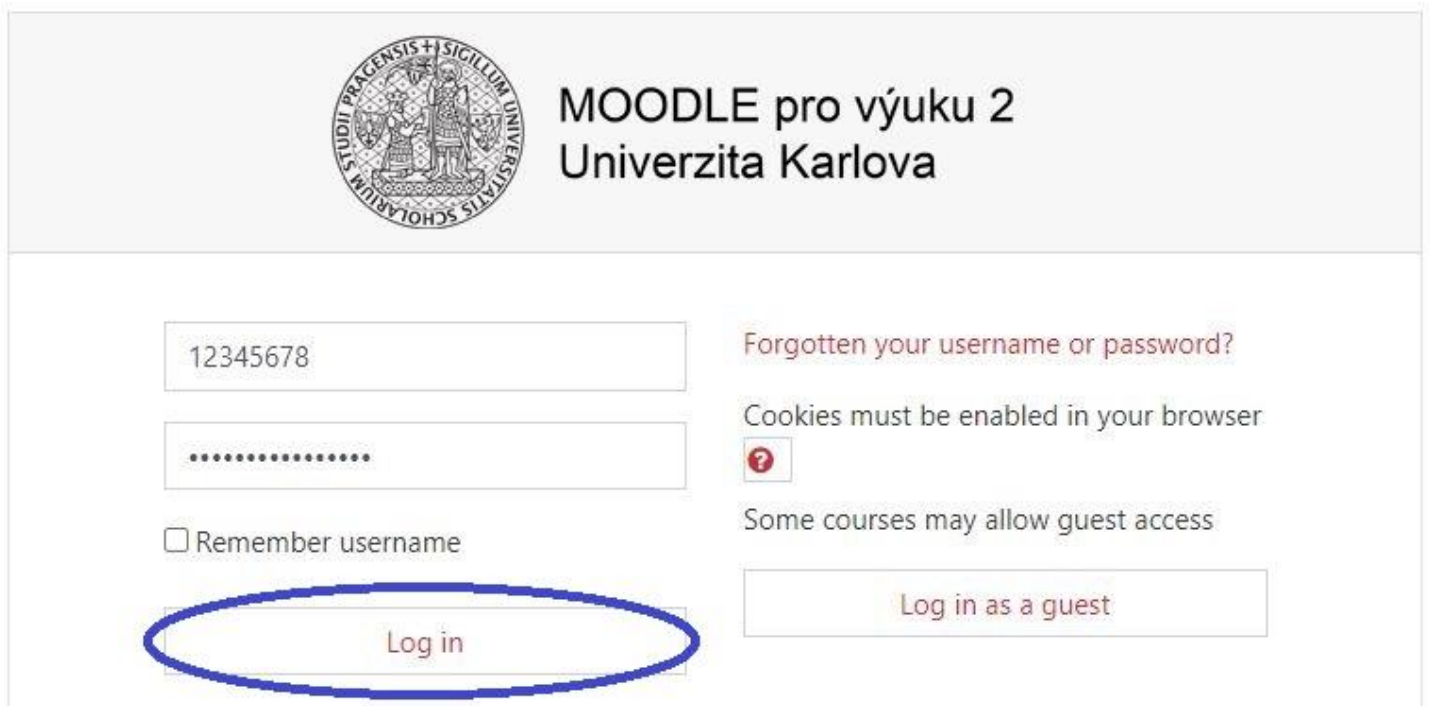
CREATE COURSE
Application to create course
More

E-TOOLS UK
E-learning tools on UK
More

LIBRARY UK
www website of library
More

- write your **Personal Number** and your **Password** – the same personal details as for CAS and SIS

- confirm with click on **Log in**



MOODLE pro výuku 2
Univerzita Karlova

12345678

Forgotten your username or password?

.....

Cookies must be enabled in your browser

Remember username

Some courses may allow guest access

Log in

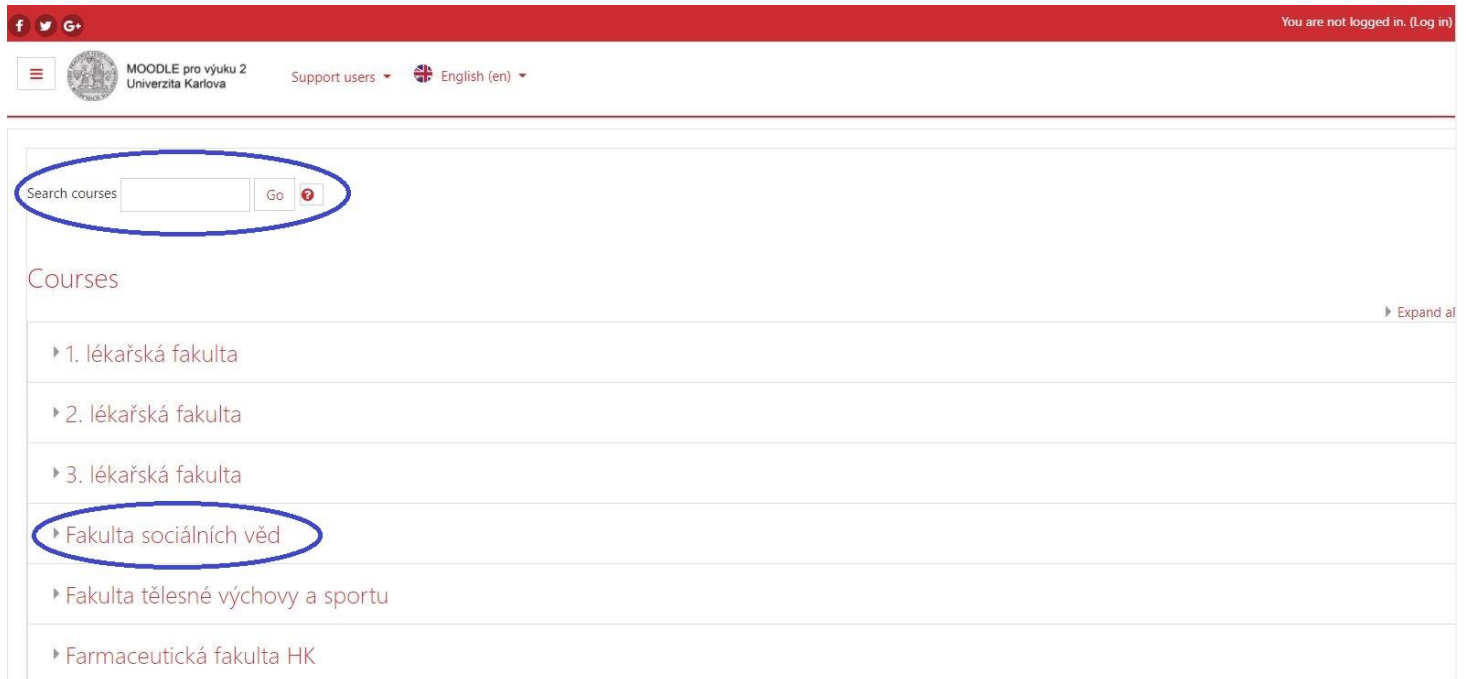
Log in as a guest

3. Find the Course

- at the bottom of the **Main Page** – <https://dl2.cuni.cz/> – you have two options:

Search courses – you can find your course by **key words**

Courses – you can find your course by clicking through the list of all courses



The screenshot shows the Moodle interface for finding courses. At the top, there is a red navigation bar with social media icons (Facebook, Twitter, Google+) and the text "You are not logged in. (Log in)". Below this, the Moodle logo and "MOODLE pro výuku 2 Univerzita Karlova" are visible, along with "Support users" and "English (en)" dropdown menus. A search bar labeled "Search courses" with a "Go" button and a help icon is circled in blue. Below the search bar, the "Courses" section is displayed, listing several faculties: "1. lékařská fakulta", "2. lékařská fakulta", "3. lékařská fakulta", "Fakulta sociálních věd" (circled in blue), "Fakulta tělesné výchovy a sportu", and "Farmaceutická fakulta HK".

TIP!

If you go through the list of courses, your courses are probably under: **Fakulta sociálních věd – Institut mezinárodních studií etc.**

4. Enrolment to Course

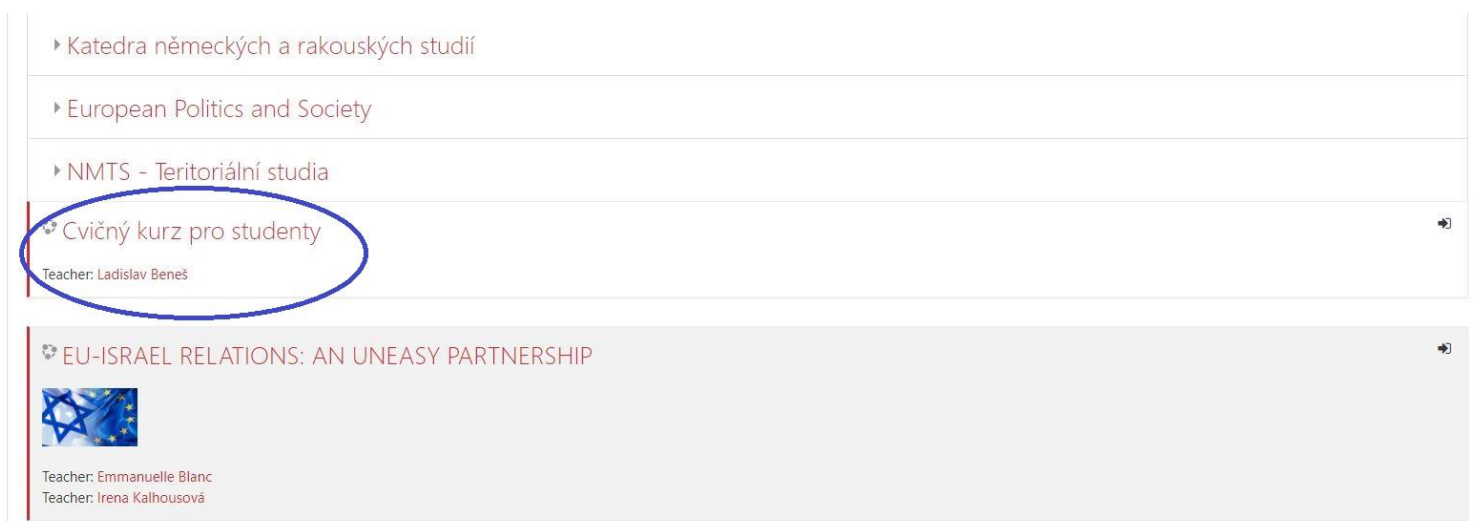
WARNING!

For the enrolling, you have to have your **Personal number** and **Password** (same as for CAS and SIS).

- if you want to enrol to a course, **find your course and click on it**

For example:

Moodle 2 – Fakulta sociálních věd – Institut mezinárodních studií – Cvičný kurz pro studenty




▸ Katedra německých a rakouských studií

▸ European Politics and Society

▸ NMTS - Teritoriální studia

▸ Cvičný kurz pro studenty →
Teacher: Ladislav Beneš

EU-ISRAEL RELATIONS: AN UNEASY PARTNERSHIP →



Teacher: Emmanuelle Blanc
Teacher: Irena Kalhousová

- click on **Enrol me**

WARNING!

If your course **need a course password**, you will have to **ask your professor** for it.

▼ Self enrolment (Student)

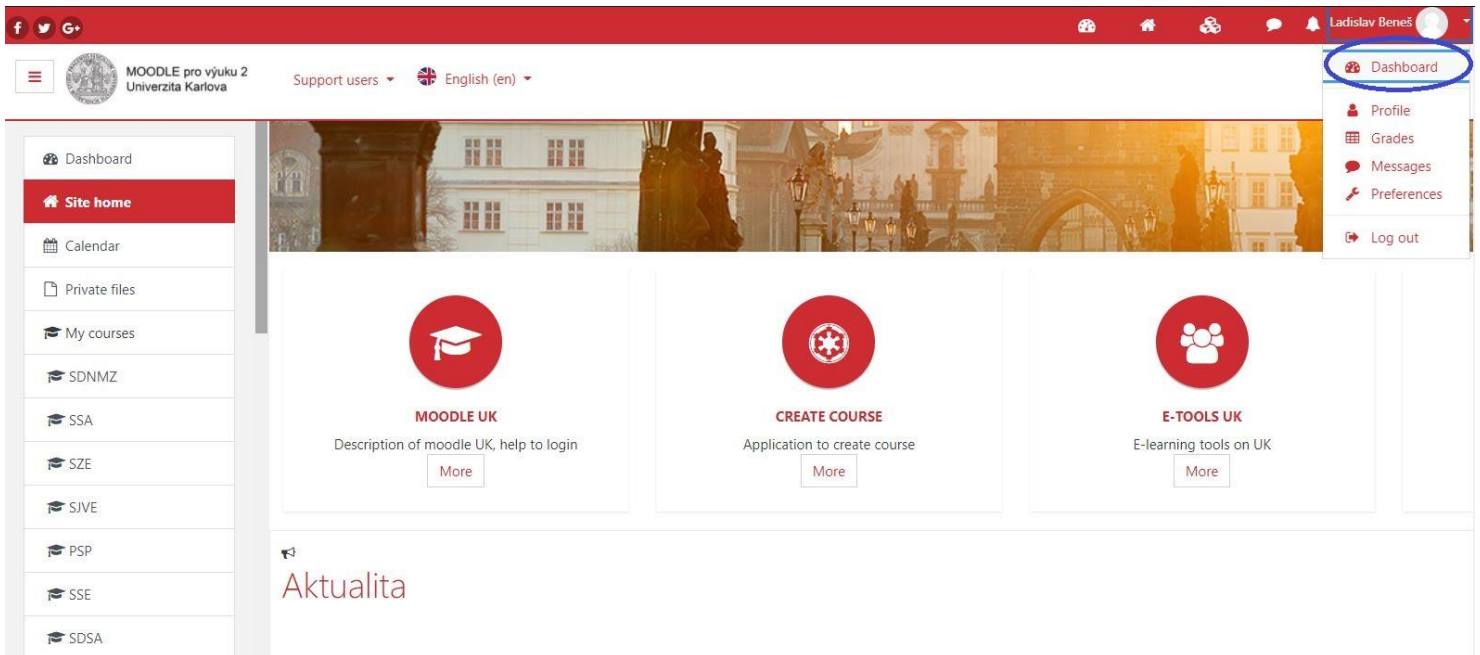
No enrolment key required.

Enrol me

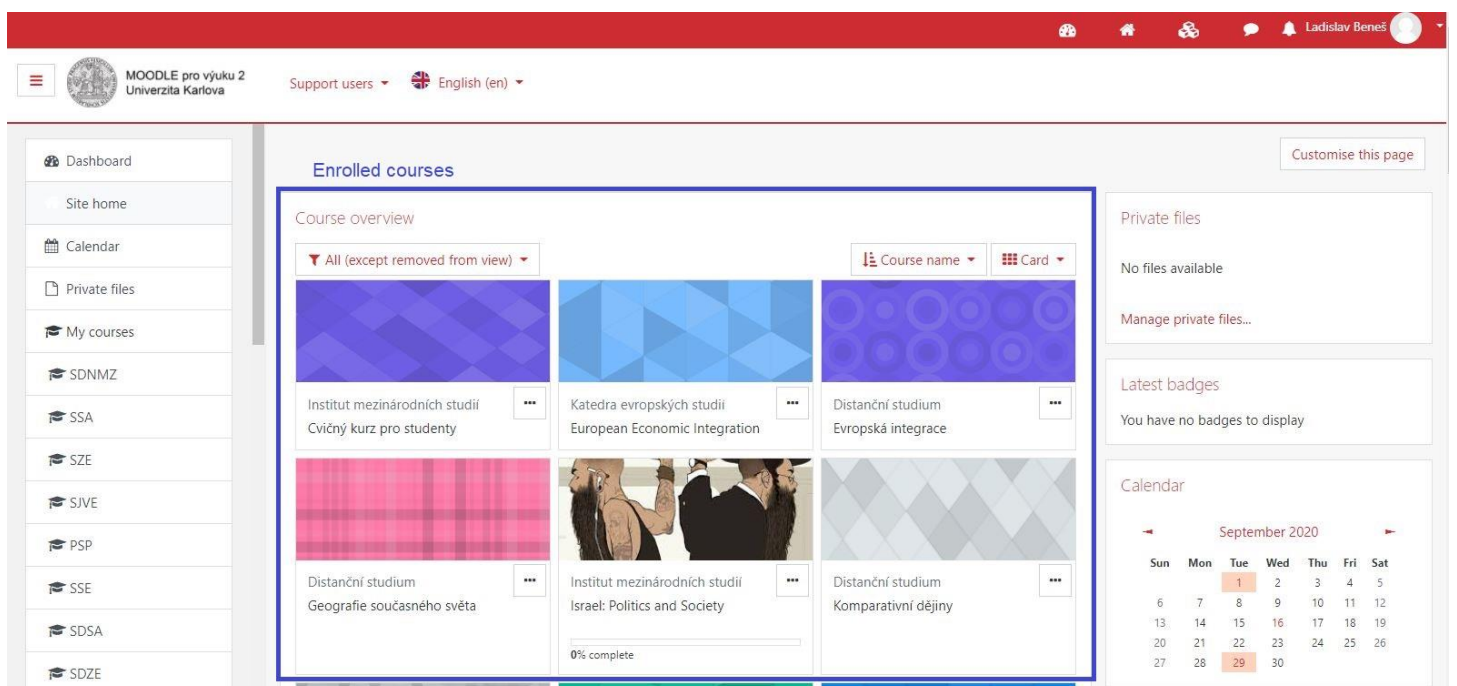
5. Dashboard

- on your dashboard you can find: **all your enrolled courses, calendar, upcoming events or timeline**

- you find the dashboard when you click on **your name – Dashboard**



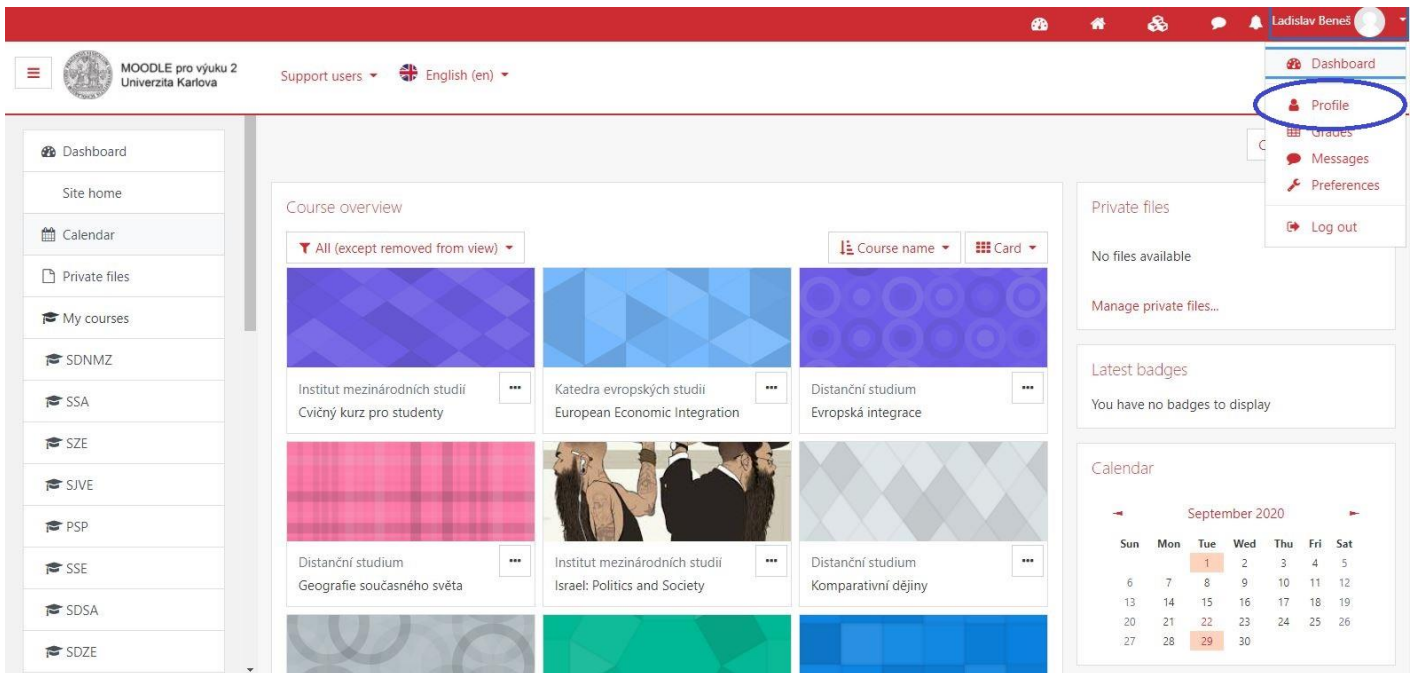
Example of a dashboard:



6. Your Profile

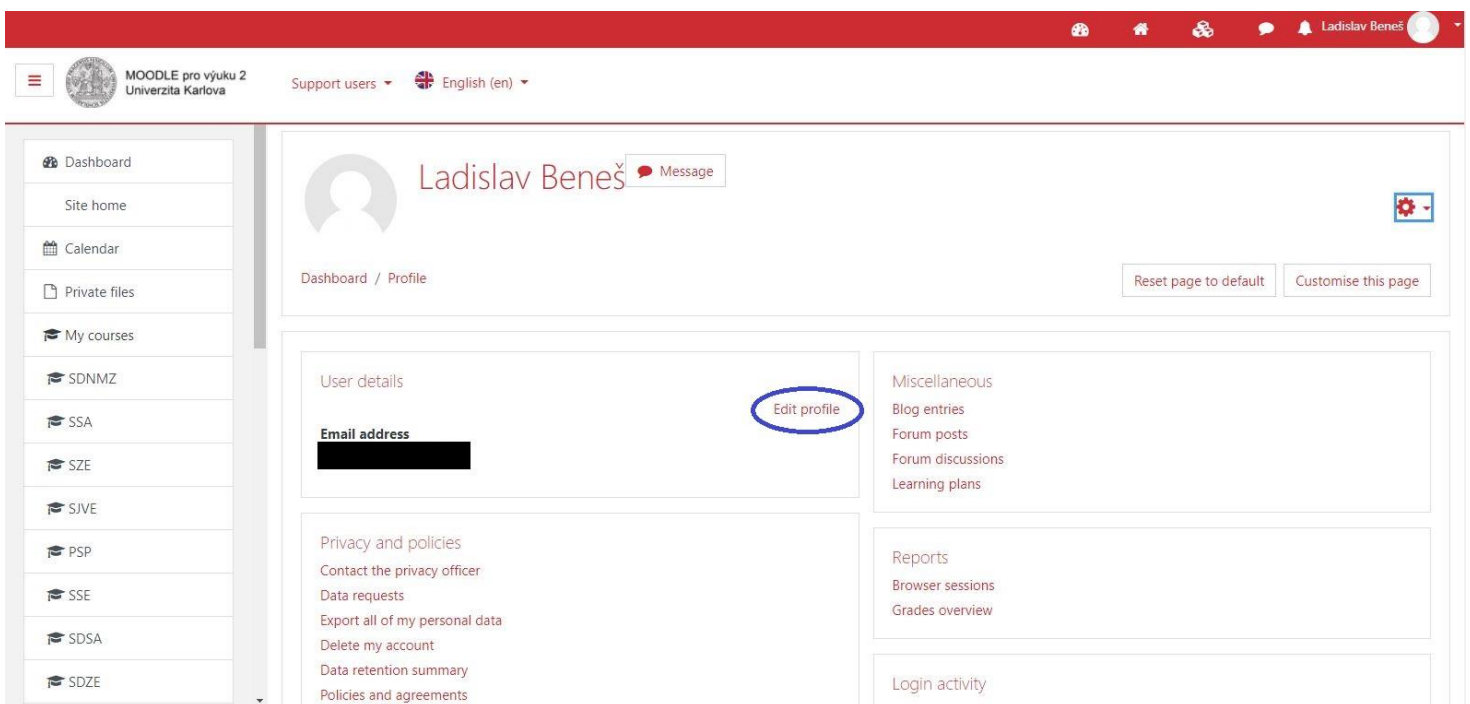
- you can **change the information about you, put your photo etc.** in your profile

- you can edit your profile by clicking on **your name – Profile**



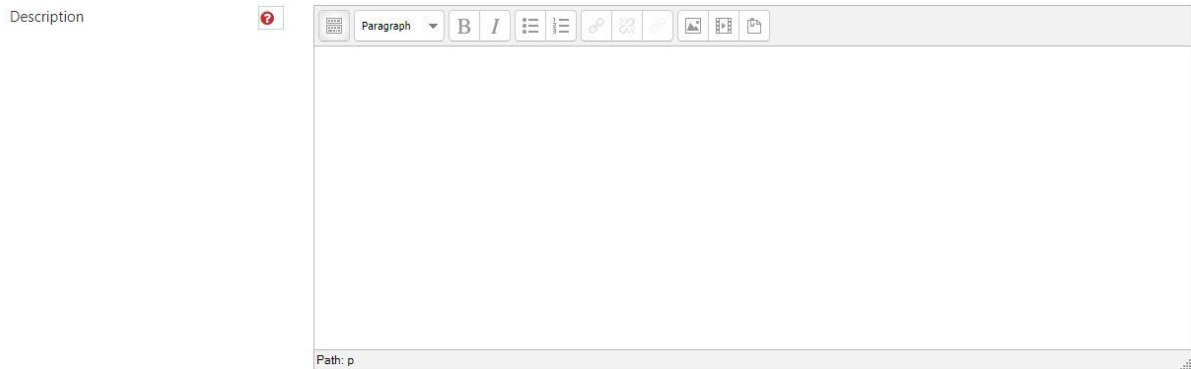
The screenshot shows the Moodle dashboard for user Ladislav Beneš. The top navigation bar includes the Moodle logo, the text "MOODLE pro výuku 2 Univerzita Karlova", and language settings. A dropdown menu is open, showing options: Dashboard, Profile (circled in blue), Grades, Messages, Preferences, and Log out. The main content area displays a "Course overview" with several course cards, including "Institut mezinárodních studií Cvičný kurz pro studenty", "Katedra evropských studií European Economic Integration", "Distanční studium Evropská integrace", "Distanční studium Geografie současného světa", "Institut mezinárodních studií Israel: Politics and Society", and "Distanční studium Komparativní dějiny". A calendar for September 2020 is visible on the right.

- click on **Edite profile**



The screenshot shows the Moodle user profile page for Ladislav Beneš. The page header includes the user's name and a "Message" button. Below the name, there are buttons for "Reset page to default" and "Customise this page". The main content area is divided into several sections: "User details" (with an "Edit profile" button circled in blue), "Miscellaneous" (containing links for Blog entries, Forum posts, Forum discussions, and Learning plans), "Privacy and policies" (containing links for Contact the privacy officer, Data requests, Export all of my personal data, Delete my account, Data retention summary, and Policies and agreements), "Reports" (containing links for Browser sessions and Grades overview), and "Login activity". The email address is redacted with a black box.

- beside the main information you can add something about you to the **Description**



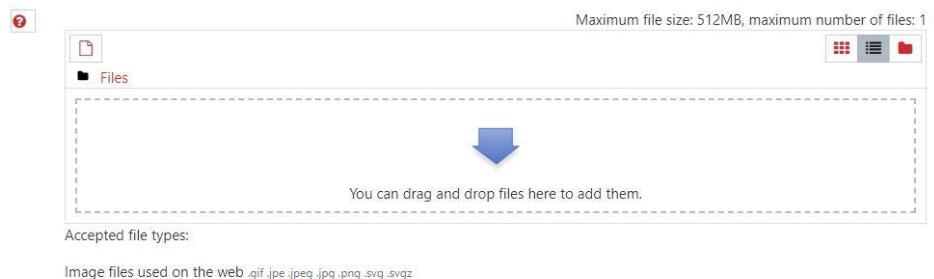
- or you can add or change your profile photo by uploading it to **User picture**

▼ **User picture**

Current picture

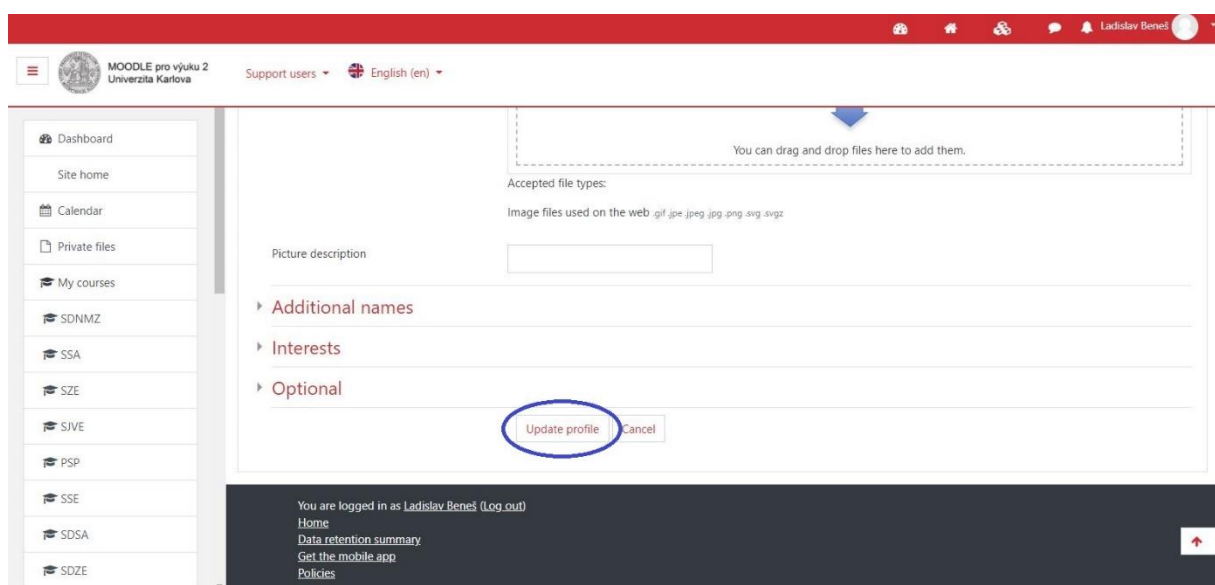
None

New picture



Picture description

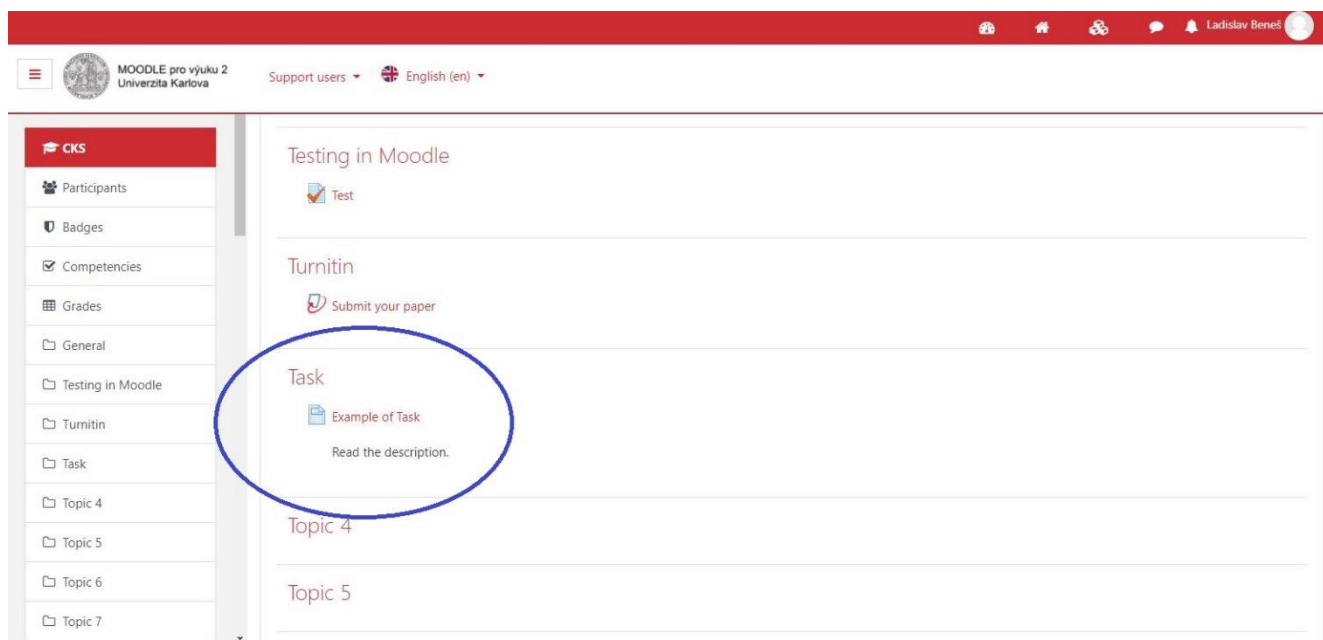
- all changes are saved after the clicking on **Update profile**



7. Tasks in a Course

- after clicking on the task you can read also the detailed description

Example of a task:



The screenshot shows a Moodle course interface. The top navigation bar is red and contains the Moodle logo, the course name "MOODLE pro výuku 2 Univerzita Karlova", and user information "Support users" and "English (en)". The left sidebar is a red navigation menu with the course name "CKS" and various options: Participants, Badges, Competencies, Grades, General, Testing in Moodle, Turnitin, Task, Topic 4, Topic 5, Topic 6, and Topic 7. The main content area displays a list of activities: "Testing in Moodle" (Test), "Turnitin" (Submit your paper), "Task" (Example of Task, Read the description), "Topic 4", and "Topic 5". The "Task" activity is circled in blue.

Cvičný kurz pro studenty

Dashboard / My courses / Fakulta sociálních věd / Institut mezinárodních studií / CKS / Task / Example of Task

Example of Task

You will get all the information from your professor.

Example of a link: <https://ims.fsv.cuni.cz/en>

You can find a text here.

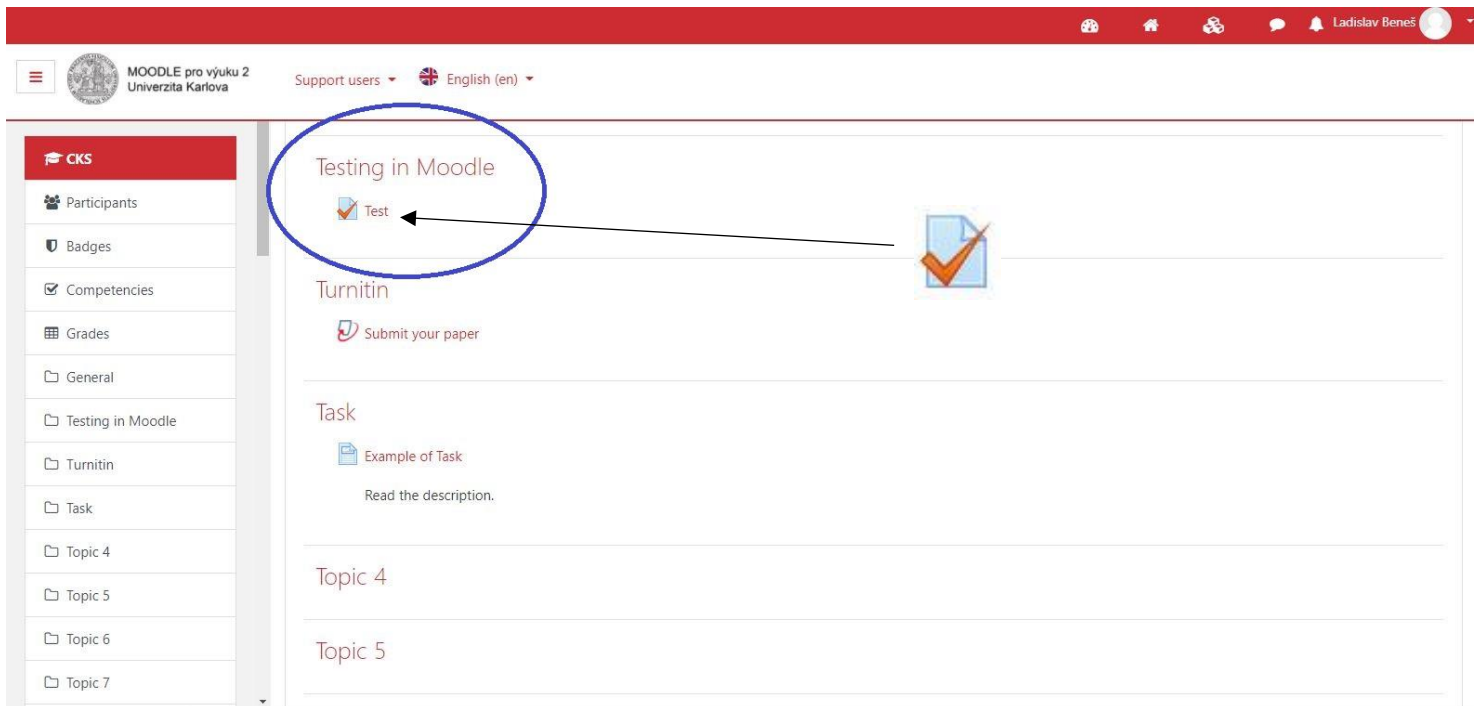
← Submit your paper

Jump to...

8. Test

- you **can** click on the test and **read the general description** of the test **before the test starts**

- click on the **Test**



- **before taking the test** you can see the main description

Test

The main information:

Duration: 40 min

Attempts allowed: 1

The quiz will not be available until Friday, 18 September 2020, 9:00 AM

This quiz will close on Friday, 18 September 2020, 9:50 AM.

Time limit: 40 mins

This quiz is not currently available

[Back to the course](#)

- **during the test** – to begin a test, click on **Attempt quiz now** and **read carefully the instruction for every question**

Test

The main information:

Duration: 40 min

Attempts allowed: 1

This quiz opened at Thursday, 17 September 2020, 9:00 AM

This quiz will close on Friday, 18 September 2020, 9:50 AM.

Time limit: 40 mins

Attempt quiz now

- an **open question** looks like this
- on the right side you can see your **Time left**
- after you write your answer click on **Next page**

The screenshot displays a quiz interface. On the left, a sidebar shows 'Question 1' with a status of 'Not yet answered', a score of 'Marked out of 1.00', and a 'Flag question' option. The main area contains the question 'What is your opinion on the Cold War?' and a large text input box with the placeholder text '.... write here'. On the right, a 'Quiz navigation' panel shows two question indicators (1 and 2), a 'Finish attempt' button, and a 'Time left 0:39:15' timer. At the bottom right, a 'Next page' button is visible.

- a **multiple-choice question** looks like this

- if you want to **end your test**, click on **Finish attempt**

Question 2
Not yet answered
Marked out of 1.00
Flag question

Which football teams are from Prague?

- a. Sparta Praha
- b. Slavia Praha
- c. Slovan Liberec
- d. FK Pardubice

Finish attempt ...

Quiz navigation

1 2

Finish attempt ...

Time left 0:36:05

- at the end click on **Submit all and finish**

- if your time expire, your test will be submitted and finished automatically

Test

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved

Return to attempt

Time left 0:33:50

This attempt must be submitted by Thursday, 17 September 2020, 10:49 PM.

Submit all and finish

aieurt

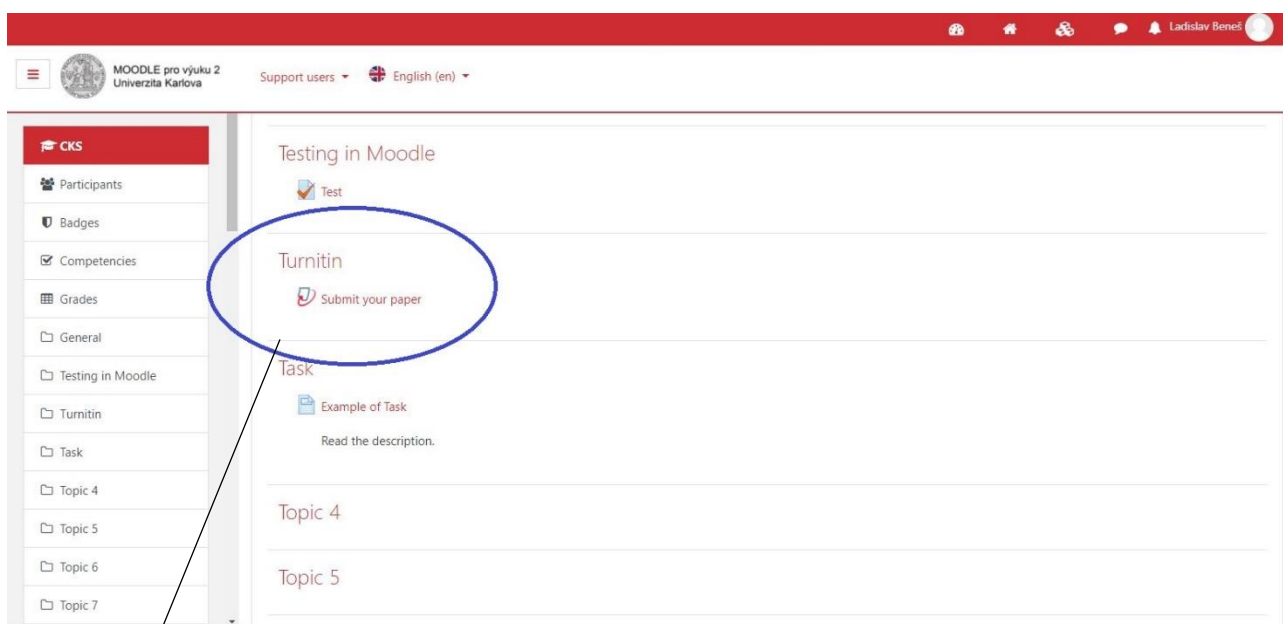
Jump to...

9. Submitting an Assignment

- click on **your submitting button**

NOTE!

The program for the submitting is called **Turnitin**. Turnitin will examine your text, evaluate the similarity with other papers and expose the plagiarism.

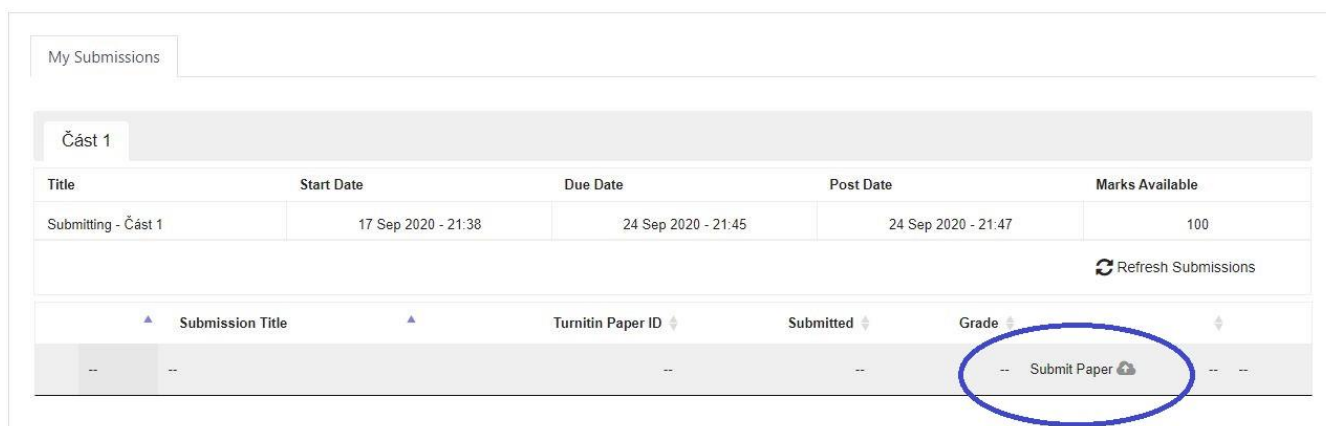


The screenshot shows the Moodle interface for a Turnitin assignment. The left sidebar contains a menu with items like 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Testing in Moodle', 'Turnitin', 'Task', and 'Topic 4' through 'Topic 7'. The main content area is titled 'Testing in Moodle' and features a 'Turnitin' section with a 'Submit your paper' button circled in blue. Below this, there is a 'Task' section with an 'Example of Task' link and a 'Read the description.' link. Further down, there are sections for 'Topic 4' and 'Topic 5'.




- Turnitin

- click on **Submit paper**



The screenshot shows the 'My Submissions' page in Moodle. It features a table with columns for 'Title', 'Start Date', 'Due Date', 'Post Date', and 'Marks Available'. The table contains one row for 'Submitting - Část 1' with dates from 17 Sep 2020 to 24 Sep 2020 and 100 marks available. Below the table is a 'Refresh Submissions' button. At the bottom, there is a table with columns for 'Submission Title', 'Turnitin Paper ID', 'Submitted', and 'Grade'. The 'Submit Paper' button is circled in blue.

Title	Start Date	Due Date	Post Date	Marks Available
Submitting - Část 1	17 Sep 2020 - 21:38	24 Sep 2020 - 21:45	24 Sep 2020 - 21:47	100

Submission Title	Turnitin Paper ID	Submitted	Grade
--	--	--	-- Submit Paper 

- write the **Submission Title** and choose the **file** which you want to submit
- for submitting, click on **Add Submission**

▼ **Submit Paper**

Submission Title ? !
 - You must include a title for this submission

File to Submit ? Maximum file size: 100MB, maximum number of files: 1

Files

↓

You can drag and drop files here to add them.

Add Submission

There are required fields in this form marked !.

- your successfully submitted assignment looks like this

WARNING!

Your task can have more than one part. The other parts will be on **tab** next to your **Part 1** task.

My Submissions

Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Submitting - Part 1	17 Sep 2020 - 21:38	24 Sep 2020 - 21:45	24 Sep 2020 - 21:47	100

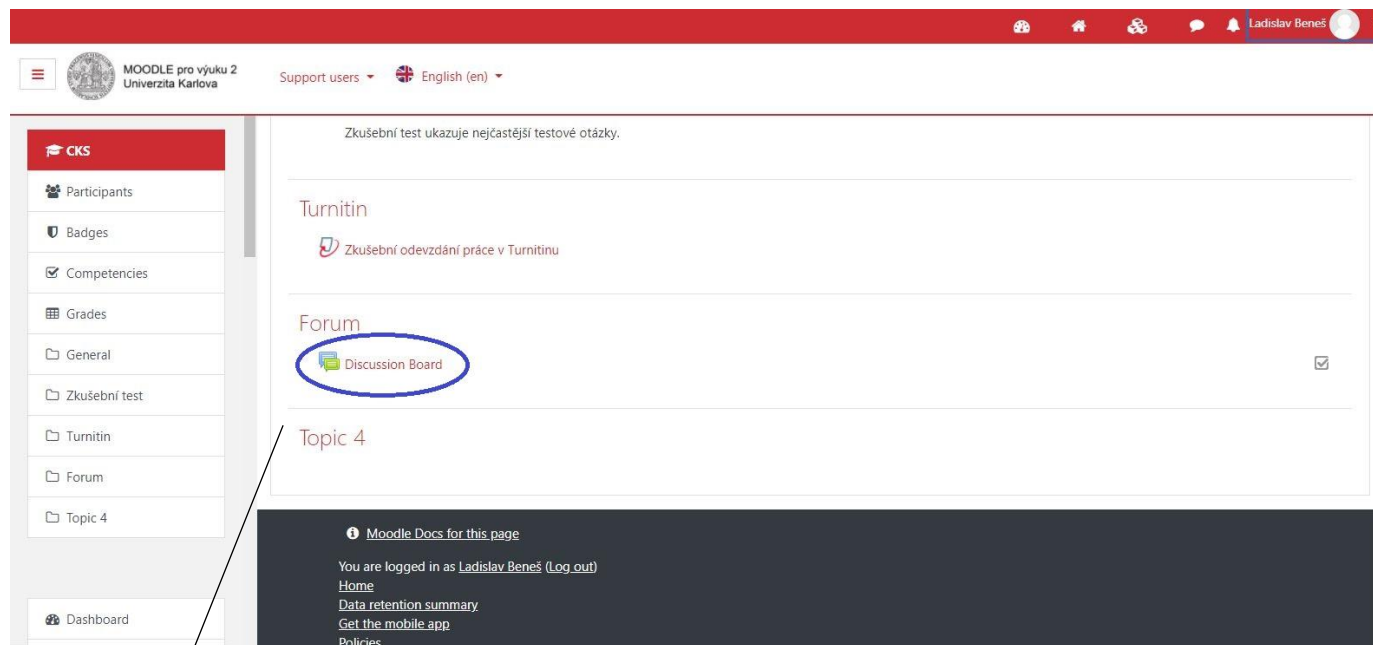
[Refresh Submissions](#)

Submission Title	Turnitin Paper ID	Submitted	Grade
View Digital Receipt title	1389797957	17/09/20, 23:05	--

Here you can find Part 2 and other parts of your task (if there are). The submission looks the same as in the Part 1.

10. Discussion Board

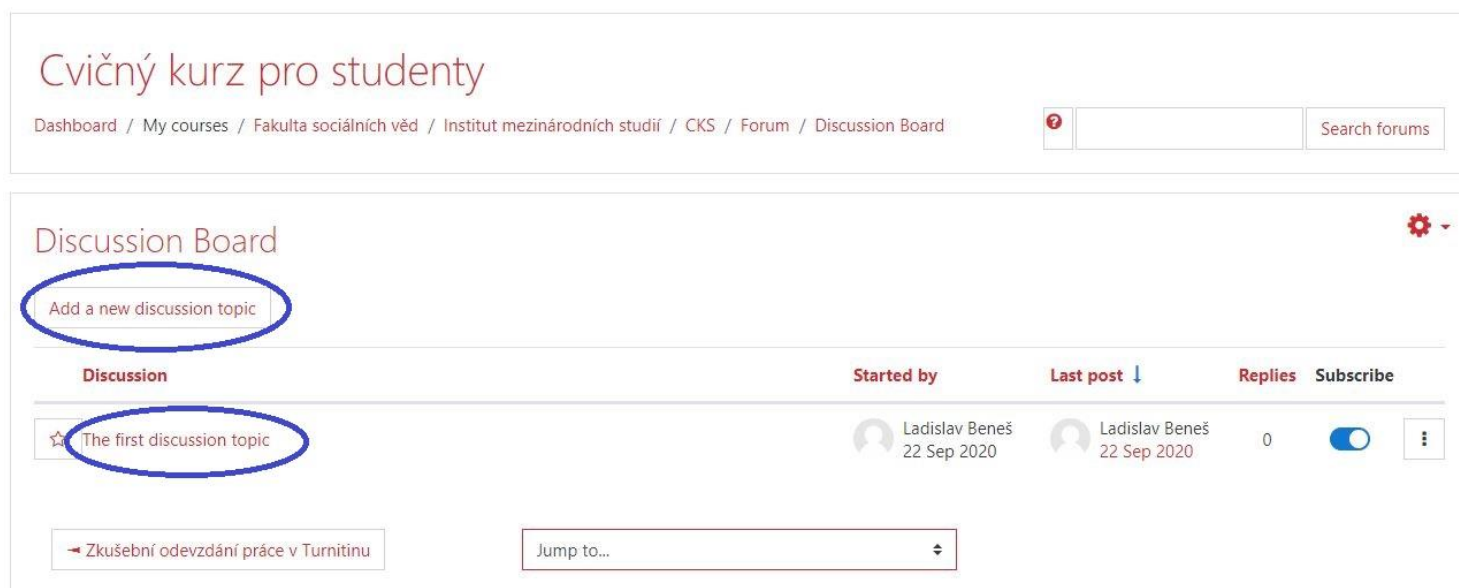
- click on **your discussion board button**



- a discussion board

- in the discussion board you can **read and reply** on the discussion topic by **clicking on the name of the topic**

- you can add a new topic by **clicking on Add a new discussion topic** (optional)



- in the discussion topic you can

Reply – answer the main question or contribute to the discussion

Edit – modify your answer

The screenshot displays a 'Discussion Board' interface. At the top, it says 'Discussion Board' and 'The first discussion topic'. On the right, there is a 'Settings' button with a gear icon. Below this is a dropdown menu set to 'Display replies in nested form'. The main content area shows a discussion topic titled 'The first discussion topic' by 'Ladislav Beneš' on 'Tuesday, 22 September 2020, 2:34 PM'. The message content is 'The first message'. At the bottom right of the message, there is a row of action buttons: 'Permalink', 'Edit', 'Delete', 'Reply', and 'Export to portfolio'. The 'Edit' and 'Reply' buttons are circled in blue. At the bottom of the interface, there is a link 'Zkušební odevzdání práce v Turnitinu' and a 'Jump to...' dropdown menu.

11. Technical Assistance

If you need some **technically** help, you can contact Mgr. Ladislav Beneš -
ladislav.benes@fsv.cuni.cz